

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: HR RECORDS TECHNICIAN

POSITION LOCATION: Agency Human Resource Management and Development

POSITION REPORTS TO: Human Resources Analyst

POSITION SUPERVISES: None

SUMMARY OF WORK:

Provides administrative and technical support in the areas of Records Management.

MINIMUM QUALIFICATIONS:

High School Diploma or G.E.D.; experience in Records Management, or equivalent knowledge, skill and abilities; MS Office skills.

PREFERRED QUALIFICATIONS:

Experience with State of Arizona, experience in an educational setting, additional years of related training or education beyond the minimum.

MAJOR DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of this position include but are not limited to the following: Assures employees' official personnel files are prepared and maintained accurately and efficiently; assists employees who request to review files; monitors employees, supervisors, and HR staff who review files; adheres to retention schedule when moving files from active to inactive to archive. Maintains desk and filing area in a clean, orderly professional manner. Maintains employee databases. Collects data from employee files upon request. Confers with Supervisor; receives instruction and guidance; attends scheduled department meetings. Performs additional related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of records management methods and procedures, and retention rules. Skill in oral and written communication. Skill in the use of PCs and related software including Excel and Microsoft Word, and the HRM system. Skill in organization and management of time. Skill in general office procedures and operation of office equipment. Ability to learn Sign Language.

MENTAL/PHYSICAL REQUIREMENTS:

Digital keyboard work is necessary. Office environment requires twisting, turning, lifting, reaching and computer work. Job entails listening, verbalizing, and explaining records procedures to others.